



Purpose

In accordance with *The Licensed Practical Nurses Act* (the LPN Act) and Regulation, student practical nurse (SPN) registration is mandatory for all individuals enrolled in a College of Licensed Practical Nurses of Manitoba (CLPNM) Board-approved practical nurse (PN) education program. This fact sheet will provide you with an overview of the application process and the necessary requirements.

Initial SPN Application

In order for the CLPNM to process an initial SPN application, the applicant¹ must supply the following to the CLPNM:

- An accurate and complete SPN application form
- Payment of fees
- A Criminal Record Check including a Vulnerable Sector Search issued within the last six months
- A current Child Abuse Registry Check issued within the last six months
- A current Adult Abuse Registry Check issued within the last six months
- Proof of identity such as a copy of a valid Manitoba driver's licence or Canadian passport, that has been notarized by a notary public or has been verified by the CLPNM

For more information about the required checks, please refer to the CLPNM's Fact Sheet on Suitability Checks, accessible on the CLPNM website [here](#). Please note, if an individual has a positive criminal record or positive result on an abuse registry check, further documentation will be required in order to determine eligibility for SPN approval.

SPN application forms and documents must be submitted to the CLPNM via mail or dropped off in person at the CLPNM office. Faxed or scanned forms/documents will not be processed, and photocopies will not be accepted unless notarized by a notary public or verified by the CLPNM staff. Please note that original forms will not be returned to you and photocopy fees may apply.

As per the CLPNM By-Laws, no official registration decision will be made or communicated to individuals who fail to supply a valid SPN application; consequently, as no registration decision has been made, there is no ability to appeal your matter to the CLPNM Board of Directors.

SPN Fees

The current SPN application fee is \$52.50. If an accurate and complete application is not received by the CLPNM within four weeks of a PN program start date or program re-entry date, a late filing fee and registration assessment fee will be applied to the application. Please note that this assessment may take up to eight weeks and could further interfere with the applicant's ability to apply for graduate practical nurse registration. Furthermore, without graduate practical nurse registration, the applicant is not eligible to write the Canadian Practical Nurse Registration

¹All applicants applying for student registration and/or renewal must meet the criteria for student registration as outlined in *The Licensed Practical Nurses Act* (C.C.S.M. Chap. L12), the Licensed Practical Nurses Regulation (27/2002) and the CLPNM By-Laws.

Examination (CPNRE) and any missed CPNRE writing opportunities due to a registration reassessment will be counted as a failed attempt.

Duration of SPN Registration

SPN registration directly corresponds to the start date of the practical nurse education program and is only valid for a maximum of twelve consecutive months. For example, if classes began September 4 but the SPN application is approved in November, the SPN expiry date will be September 3 of the following year. SPNs are then eligible to renew their registration annually, as described below under SPN Renewal.

An SPN is expected to report any changes to his or her name, contact information, and/or enrolment status to the CLPNM within 30 days of the change, as per Article 3 of the CLPNM By-Laws. An SPN must report any voluntary withdrawals from the program and/or any changes to their cohort or class intake. When an SPN ceases to be enrolled in the PN program, either by choice, academic shortfall, or program completion, his or her SPN registration is immediately expired.

An individual enrolled in a Board-approved PN education program who has yet to be approved for SPN registration is not entitled to hold him/herself out as an SPN. Any unauthorized SPN practice or use of the protected title of practical nurse when not eligible may be subject to the penalties/discipline procedures set out in the LPN Act, Regulation, and the CLPNM By-Laws.

Current SPN registration status can be verified at any time by accessing the Public Register found on the CLPNM website (www.clpnm.ca) under the Find an LPN link. Please note that the CLPNM does not issue paper registrations.

SPN Renewal

SPN registration is renewed annually, as per sections 12(2) and 20 of the Licensed Practical Nurses Regulation. Prior to the initial SPN expiry date, eligible renewal applicants will receive a notice by email to the email address on file with the CLPNM. This email will provide the renewal deadline and instructions for renewing online; therefore, it is imperative that the CLPNM has current contact information on record. Students enrolled in a PN program must renew their SPN registration within four weeks of the cohort start date or additional fees may apply. All SPN renewal applicants are encouraged to confirm their expiry dates and registration status on the CLPNM Public Registry.

SPN Responsibilities

As a registrant of the CLPNM, you are expected to adhere to the CLPNM's Standards of Practice, Code of Ethics, and Practice Directions; moreover, you must follow the direction outlined in the CLPNM By-Laws. For further information about your professional obligations and responsibilities, please visit the CLPNM website (www.clpnm.ca).

Further Information

Any questions related to SPN registration can be emailed to info@clpnm.ca or directed to the CLPNM Registration Department by phone at 204-663-1212 or 1-877-663-1212 toll free.